



EMPLOYMENT APPLICATION

| For Office Use Only | |
|--|-------|
| Date Received | _____ |
| Interviewed By | _____ |
| Interview Date | _____ |
| <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> | |

Mail to: West Paw Design/Schoggi Inc.
 32050 East Frontage Rd.
 Bozeman, MT 59715
 phone: (406) 585-0505 fax: (406) 585-0808
 web: www.westpawdesign.com
 email: hr@westpawdesign.com

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____ Social Security Number: _____

Position Applying For _____

EMPLOYMENT EXPERIENCE

| | | | | |
|---------------------|-------------------|-----------|--------|----|
| Employer: | Full-time | Part-time | From | To |
| Address: | Position: | | | |
| | Starting Salary: | | Final: | |
| Phone: | Responsibilities: | | | |
| Supervisor: | | | | |
| Reason for leaving: | | | | |
| Employer: | Full-time | Part-time | From | To |
| Address: | Position: | | | |
| | Starting Salary: | | Final: | |
| Phone: | Responsibilities: | | | |
| Supervisor: | | | | |
| Reason for leaving: | | | | |
| Employer: | Full-time | Part-time | From | To |
| Address: | Position: | | | |
| | Starting Salary: | | Final: | |
| Phone: | Responsibilities: | | | |
| Supervisor: | | | | |
| Reason for leaving: | | | | |

May we contact your current employer? _____ If so, when? _____

EDUCATION/BACKGROUND

List schools attended, beginning with high school; include technical schools and other special training.

| Level | Name of School | City/State | Area of Study | Level Compl. | Degree |
|---------------------------|----------------|------------|---------------|-----------------|--------|
| High School/ Secondary | | | | | |
| University/ College | | | | | |
| Technical/ Vocational | | | | | |
| Other | | | | | |

Have you ever been convicted of a felony offense in a court of law? If so, please provide the nature of the offense, date of the conviction and the location of the court: _____

Rate your level of proficiency on operations associated with office work (phone systems, email, computer programs, etc.) Proficiency (high, med, low). Please give examples. _____

Typing: wpm _____ Computer Applications: Proficiency (high, med, low): _____

Within the past three years, what job responsibilities have given you the most personal satisfaction and why? _____

Describe your abilities, gifts, skills and training: _____

List your interests and hobbies: _____

Why are you the best person for this position? _____

On what date can you begin work? _____

REFERENCES

| | | |
|-------------|----------|--------|
| Supervisor: | Address: | Phone: |
| Supervisor: | Address: | Phone: |
| Co-worker: | Address: | Phone: |

Office Notes Only:

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PROBATIONARY PERIOD

The probationary period for all new employees is the first six (6) months following their hire date and may be extended by the number of days the employee is absent from scheduled work while in probationary status, or up to three (3) months while the employee accrues benefits.

The company, at its sole discretion, may discharge an employee at any time during the probationary period with or without cause and with or without advance notice.

APPLICANT'S STATEMENT

I authorize, at West Paw Design/Schoggi, Inc.'s discretion, investigation of all statements made by me in this application, review of any civil or criminal records which may exist, concerning me, except for such records as are sealed according to and state or federal law. I further authorize West Paw Design/Schoggi, Inc., at its discretion, to contact employers, references and others whose names are provided on this application form, or whose names may be identified by me in a job interview, and I authorize such persons to provide West Paw Design/Schoggi, Inc. with information requested by West Paw Design/Schoggi, Inc. regarding me. I further release any such individuals, as well as West Paw Design/Schoggi, Inc., for any claims I might have arising out of any discussions involving me, or the provisions of any information or records regarding me.

This application does not constitute a contract between West Paw Design/Schoggi, Inc. and the applicant. Any employment is done on an "at-will" basis.

In the event of employment by West Paw Design/Schoggi, Inc., I understand that false or misleading information given in my application or interviews may result in discharge. I also understand that my employment with West Paw Design/Schoggi, Inc. is conditioned upon accepting and complying with the Employee Handbook and all its future revisions.

Signature

Date